

Class Code:.....0996
Position#:..(PSA)....
Developed by:.....CE
Reviewed by:.....SG
Approved by:.....LK
Date:.....09/09

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, SMILE Program
DIVISION: Academic Affairs (SMILE Program)
REPORTS TO: Director, Smile Program
GRADE: 8 (\$40,669-\$50,404)
SUPERVISES: Not applicable

BASIC FUNCTION:

Assist the Director of the SMILE Program by providing day-to-day Program oversight. Develop outreach programs and present workshops. Find new sources of funding and engage in grant writing. Recruit and manage mentors to support SMILE annual programs. Produce newsletters and annual reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage educational outreach initiatives.

Oversee formal corporate and school district partnerships.

Develop grant proposals. Seek new funding partnerships with school districts, federal agencies, and University of Rhode Island science and engineering faculty.

Produce newsletters and annual reports.

Relate and adapt current scientific data to elementary, middle, and high school curricula to develop new educational themes and support, and to improve science lesson plans.

Develop and lead teacher professional development workshops three times a year, and work with certified teachers among the SMILE partnership schools to demonstrate and incorporate the science and technology concepts into their SMILE Club activities.

Recruit and manage a broad base of URI student volunteers and professional technical volunteers who will support SMILE annual educational programs, including the Elementary Outdoor Science Adventure (EOSA) Weekend, the Middle School Engineering Challenge Weekend, and the High School Engineering Challenge Weekend.

Develop and coordinate large-scale projects.

Manage and direct the logistics of educational programs and events as required, excluding the EOSA.

Identify appropriate speakers in order to develop and manage a pool of subject matter experts.

Interface with community contacts.

Develop a speakers' program and coordinate details about the event, including demonstration material.

Develop evaluation tools for all SMILE events, evaluate each event.

Visit all SMILE clubs throughout Rhode Island at least once per year, including annual visits with school superintendents and business managers from each school district.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet, database management and presentation software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; certification to teach in public school environment; two years of teaching experience (experience may include student teaching, full-time, part-time, and substitute teaching); one year of experience working in an educational outreach position; experience in developing lesson plans in science and math for elementary, middle and high school; grant writing experience; experience in developing and leading professional development workshops for elementary, middle, and high school; experience producing newsletters and annual reports; strong computer skills, with experience in web site maintenance; strong organizational and interpersonal skills; ability to work with a diverse population; demonstrated ability to communicate effectively verbally and in writing. **Preferred:** Experience with Adobe InDesign CS2.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.